

PARTY PLANNING CHECKLIST



Occasion: _____ Day/ Date/ Time: _____

GUEST LIST

Names	No. of Kids	RSVP'd	Yes	No

Date Invites sent: _____ RSVP date: _____ No. of guest attending: _____

THEME: _____

GAMES: _____

MUSIC: _____

FOOD: Budget \$ _____

Appetizers	Main	Dessert / Cake

REFRESHMENTS: Budget \$ _____

Non alcoholic + amount	Alcoholic + amount	Kids

SHOPPING LIST

Non food items	Non Perishables	Fresh Food
<i>Decorations:</i>		
<i>Party Favors:</i>		

Notes: _____

PARTY PLANNING NOTES:



Decide who you want to attend. The occasion, along with the guest list, will help you decide on a theme. Check with the main guests if available on the preferred date.

Is the party being held at your house? If not, choose and book a venue. Have a contingency plan if an outdoor party in case of poor weather. Book venue, hire party items, well ahead of time.

There should always be a theme – even if it is just a choice of colors for the evening ie Blue and Gold. This will help you with your menu, invites, decorations, etc. The theme can be as simple as a “masquerade party” or a full costume party like “dress as your favourite movie star”. If you don’t want costumes, your theme can be something simple such as “hot summer nights”.

Keep track of who has RSVP’d and whether they can or can’t attend. Follow up the guests who haven’t replied shortly after the RSVP date.

Will you play a few games at the party? These can be great ice breakers or add some fun to the party. Will there be kids at the party? Have games, dvd’s, etc set up for them.

Food – will this be a sit down dinner with a 3 course menu or a stand up party with appetizers? It’s important to plan a simple, but tasty menu, so that the hosts can join the party and not be in kitchen all night. Do you need to make or buy a cake, organise this.

Can any food be prepared prior to that day? Only make what you need to on the day. You’ll find plenty of other things to do!

Plan your refreshments including how much to buy, don’t leave it until you’re at the shop. Don’t forget non alcoholic beverages and something for the kids.

Do your non perishable and non food item shopping the week before or earlier. Don’t leave everything to the last minute. That leaves just your fresh food to buy the day before.

Your decorations will be quite a feature if you’re having a Halloween party or particular theme. They could be quite simple if you are choosing your “blue & gold” type theme.

Party Planning, whether it’s a simple “have some friends over for dinner” or a large birthday party, will mean less stress and more time to enjoy the party.